

**DEPARTMENT OF DEVELOPMENTAL SERVICES
COMMUNITY SERVICES DIVISION**

DUTY STATEMENT

JOB TITLE: Administrative Assistant I

POSITION #: 472-551-5361-001

POSITION DESCRIPTION: Under the direction and supervision of the Deputy Director of the Community Services Division (CSD), the Administrative Assistant I (AA I) performs various administrative and general analytical support duties that involve research on issues of major consequence that are often confidential in nature. The AA I is responsible for relieving the Deputy Director of administrative details, carrying out analytical assignments on their own initiative without detailed instruction, and making sound decisions and recommendations on department-related issues.

SUPERVISION EXERCISED: None.

SUPERVISION RECEIVED: Reports directly to the Deputy Director of CSD.

EXAMPLES OF DUTIES:

Essential Job Functions:

- 35% Researches and interprets confidential and sensitive departmental, program or policy issues and inquiries from the Legislature, regional centers, other high-level public and private agencies, and the general public and summarizes the findings for the Deputy Director. Identifies and gathers information and materials from various sources in order to prepare reports, briefing documents or other written responses for the Deputy Director. Provides recommendations to the Deputy Director on the feasibility of implementing new processes and assists in preparing action plans.
- 25% Reviews work assignments from Department staff for the Deputy Director. Initiates correspondence and reports for the Deputy Director's signature, including responses to written or verbal inquiries from the Legislature, regional centers, other high-level public and private agencies, and the general public. Assigns the more complex inquiries to the appropriate CSD staff for response. Maintains correspondence control and other projects assigned to CSD staff to ensure timeframes for responses are met. Reviews outgoing correspondence, reports and materials for consistency with Department policies, format, content and grammar, ensuring that such documents are complete and acceptable for the Deputy Director's approval and/or signature.
- 15% Maintains the Deputy Director's calendar and daily working schedule. Determines priority of appointments and allocation of time and resources. Schedules all appointments involving the Deputy Director and maintains control over interruptions to the Deputy Director. Obtains information for/from Department staff or other entities and/or sources in order to prepare agenda items, briefing material or speaking points for meetings. Makes travel arrangements for the Deputy Director, as needed, including preparing travel itineraries and processing travel expense claims.

- 10% Orally and electronically keeps the Deputy Director advised of high priority and ongoing assignments. In the absence of the Deputy Director, uses and initiates good judgment to organize, plan and take action to delegate work to appropriate subordinate staff on behalf of the Deputy Director. Acts in lead capacity to CSD's clerical staff and assists in planning workload standards and staffing needs.
- 10% Coordinates and manages CSD's controlled correspondence and Weekly Report for the Director's Office, which includes gathering information from Branch Managers, editing and formatting the final document for the Deputy Director's approval.

Marginal Job Functions:

- 5% Meets with CSD clerical staff to receive input on issues of concern (e.g., training and standardization of formats). Evaluates support operations and initiates corrective action or changes to resolve problems and increase efficiency. Coordinates CSD's support staff activities to assure efficient services are provided.

WORKING CONDITIONS: Work is performed in an open spaced, partitioned office environment. Requires sitting for extended periods of time while using a personal computer or reviewing documents and working papers.

DESIRABLE QUALIFICATIONS:

Knowledge of: The Lanterman Act, developmental disabilities service system and applicable State and Federal laws, policies and regulations; state government practices, policies and procedures; and the Windows operating system and Microsoft Office, including Word, Excel and PowerPoint.

Ability to: Effectively communicate, both in writing and verbally to upper management and agency stakeholders in a manner that is concise and coherent; organize and prioritize workload to meet demands in a fast-paced work environment; meet and communicate respectfully with the public, stakeholders, other state and legislative officials; establish and maintain effective working relations with others and adhere to professional conduct at all times; adhere to office policies and procedures related to confidential information.

CERTIFICATION OR LICENSE: None.